



# CITY OF HOUSTON

## Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

**Administrative Assistant**

**PN# 109654**

Library Department

Marketing

Marketing\*

500 McKinney\*

8:30 a.m. - 5:30 p.m., Mon - Fri\*

\*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Performs professional administrative functions for the Assistant Director, Marketing/External Affairs in the coordination of department services for Marketing, Public Relations, and the Print Shop. Drafts and prepares correspondence and other documents; proofs and edits for accuracy, content and format. Interfaces with library customers, donors, board members, media and staff on the telephone, electronically, in person and in writing. Excels in written and oral communication. Assists and coordinates media and marketing-related projects. Interacts with other city departments and maintains a level of confidentiality. Works with high volumes of information in short timelines. Coordinates, maintains and assists in preparation of budgeting, purchasing and reporting. Handles billing and purchasing for the Print Shop. Maintains all department documents and timesheets. Provides clerical support for special events and library programs. Assists with transition duties as assigned.

10 **WORKING CONDITIONS**

Must be able to communicate effectively orally and in writing. Must be able to use a computer to access/input information. Must be able to move freely throughout the unit to file/retrieve materials. Position requires stooping, bending, and light lifting.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

One year of administrative experience is required.

13 **MINIMUM LICENSE REQUIREMENTS**

Requires a valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

Excellent written and oral communication skills. Current computer skills including excellent knowledge of Word and Excel needed. Knowledge of Raiser's Edge preferred. Must be able to work independently on a wide variety of projects.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

**Salary Range - Pay Grade 17**

\$992 - \$1404 Biweekly    \$25,792 - \$36,504 Annually

18 **OPENING DATE**

March 29, 2006

19 **CLOSING DATE**

Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. **TDD Phone Number 713-837-9471.** For application status inquiries, please call (832) 393-1667. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An Equal Opportunity Employer